

## **GUIDELINES FOR PANELIST NOMINATION END-OF-COURSE ASSESSMENT ACHIEVEMENT LEVEL SETTING**

### **Qualifications of Classroom Teachers:**

- Must have taught the course for which they are being nominated to serve as a panelist for a minimum of five years.
- Should be familiar with the Show-Me Standards and the applicable Course-Level Expectations.
- Should be recognized as “outstanding” in professional performance by a supervisor or other individual in a position to make that judgment.

### **Qualifications of Non-Teacher Educators:**

- May be a non-teacher educational staff member in a building or district central office, or an instructor or administrator at a post-secondary institution.
- Must have familiarity with the course content for which they are being nominated to serve as a panelist.
- Should be familiar with the Show-Me Standards and applicable Course-Level Expectations.
- Must be recognized as “outstanding” in professional performance by the individual making the nomination.

### **Qualifications of Business Professionals:**

- Must have familiarity with the content of the course for which they are being nominated to serve as a panelist (Algebra I, English II, or Biology)
- Should either:
  - use high school course content for the applicable content area in their daily professional work, OR
  - be familiar with the knowledge and skills that high school students completing the applicable courses must possess to have a firm foundation for further coursework or for the workplace.
- Should not be a current or former employee of the public school system

### **General Information to Share with Nominees:**

- It is imperative that panelists participate fully in all conference activities. **Before making a nomination, please verify that any individual you nominate is all available for ALL conference dates from November 3-5, 2008.**
- A total of 45-54 panelists (15-18 panelists per end-of-course assessment) will be selected from the pool of nominations. A minimum of half of the members of each panel will be classroom teachers. At least half of the remaining panelists will be non-teacher educators. Each panel will also include members of the business/professional community.
- All nominees will receive notice of the status of their nomination in early October.
- Selected panelists will receive a stipend of \$150 per day for their work if they are not otherwise being compensated by their employer. Participants will be reimbursed for mileage at the State's approved rate, lodging, and meals not provided during the conference.

### **Making a Nomination:**

- Complete the correct nomination form for the individual(s) you wish to nominate:
  - Classroom Teacher Nomination
  - Non-Teacher Educator Nomination
  - Business/Professional Nomination
- Duplicate forms if you would like to make more than one nomination. If you nominate more than one individual to serve as a panelist, at least one of those individuals must be a minority.
- Make sure the form is completed fully and accurately. Incomplete forms will not be placed in the pool for consideration. Please verify all information on each form prior to submitting nominations.
- Mail or fax the nomination form(s) to DESE on or before September 15, 2008. Forms postmarked or faxed after September 15, 2008, will NOT be accepted.

**PLEASE CONTACT THE ASSESSMENT SECTION AT 573-751-3545 OR EMAIL [map@dese.mo.gov](mailto:map@dese.mo.gov) IF YOU HAVE FURTHER QUESTIONS ABOUT COMPLETING NOMINATION FORMS.**